



51st District Court Job Description



Deputy Clerk I

Department: 51st District Court
Supervised by: Court Administrator, Department Supervisor
Supervises: None
FLSA: Non Exempt
Bargaining Unit: None, At-will
Status: Part-time, Monday through Thursday 9:00 a.m. to 5:00 p.m.

General Summary

Under limited supervision, performs clerical duties related to civil, criminal, traffic, probation and/or administrative proceedings in the 51st District Court. Provides assistance to the public, attorneys and law enforcement personnel. Prepares notices of hearing to ensure proper court dates and probation appointments. Answers telephones, maintains files on court cases, updates computer records, prepares forms and records. Operates a personal computer in addition to court case management and law enforcement database systems.

Essential Job Functions

An employee in this position may be called upon to do any or all of the following functions. These examples do not include all of the duties which the employee may be expected to perform. To perform this job successfully, an individual must be able to perform each essential function satisfactorily.

1. Gives information at the counter or by telephone to the general public, attorneys and law enforcement personnel regarding civil, criminal, traffic, and/or probation cases in accordance with established court rules, applicable laws and internal procedures.
2. Assists the public in filling out standard court forms, questionnaires and applications and prepares a variety of standard court forms as required by the instant action of the proceeding.
3. Schedules hearings and appointments and prepares notices for defendants, attorneys and law enforcement personnel to give notice of the proper court dates and probation appointments. May act as scheduling coordinator between judges, prosecutors, attorneys, probation officers and law enforcement personnel.
4. Prepares various forms and orders of the Court through the use of the Court's case management systems as well as personal computer software programs.
5. Enters and reviews data using the Court's case management systems as well as through the Law Enforcement Information Network (L.E.I.N).
6. Maintains Court files including filing and alphabetizing documents.
7. Other duties as assigned.

Required Knowledge, Skills, Abilities and Minimum Qualifications

The requirements listed below are representative of the knowledge, skills, abilities and minimum qualifications necessary to perform the essential functions of the position. Reasonable accommodations may be made to enable individuals with disabilities to perform the job.

1. High school diploma or equivalent.
2. Ability to type 45 wpm accurately using word processing software.
3. Must possess basic word processing, database and spreadsheet software skills.
4. Thorough knowledge of filing system procedures and practices, office procedures and modern office machines.
5. Must possess good grammatical, spelling and mathematical skills. **Skills test required.**
6. Must pass background investigation and/or criminal history check.
7. Ability to handle a variety of inquiries from the public regarding department activities.
8. Ability to learn, understand, and interpret the Michigan Court Rules and applicable state laws.

Physical Demands and Work Environment

The physical demands and work environment characteristics described here are representative of those an employee encounters while performing the essential functions of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee works in an environmentally controlled office setting. This is a low physically demanding position, requiring limited range of motion. Work is performed in the optimal working envelope of neck to navel and within arms reach. Work surfaces are adjustable to all body types. Walking surfaces are well lit, tiled and/or carpeted. Individuals with physical impairments can be accommodated to perform most essential tasks of these positions. The use of mobility assist devices such as wheelchairs, walkers, etc, is not a hindrance to this position. Use of both fine as well as gross muscles of the body is not essential. The employee is regularly required to lift objects of ± 1 pounds and occasionally lifts of 10 pounds may be required. No overhead reaching is required. The employee must be able to write and work with computer keyboard. Vision or assisted vision is required. Limited hearing is acceptable. Verbal communication is fundamental.

Notice of At-Will Employment

All employees of the 51st District Court serve at the pleasure of the Chief Judge, Chief Judge Pro Tempore and Court Administrator and are considered at-will employees. The employment policies of Waterford Township do not apply to court personnel unless adopted by the Court.

THE 51st DISTRICT COURT IS AN EQUAL OPPORTUNITY EMPLOYER

2005 WAGES: \$12.50 per hour

Posting Date: February 11, 2004 4:00 p.m.

Closing Date: Until Filled

Application forms for this position can be obtained from the Fiscal & Human Resources Department, 5200 Civic Center Drive, Waterford, Michigan or on the Township's web page www.twp.waterford.mi.us/fiscalandhuman.